

MINUTES OF MEETING
RHODE ISLAND AIRPORT CORPORATION
BOARD OF DIRECTORS
WEDNESDAY, JULY 20, 2016 AT 4:00 PM
IN THE MARY BRENNAN BOARD ROOM
T. F. GREEN AIRPORT
2000 POST ROAD, WARWICK, RHODE ISLAND

The meeting of the Rhode Island Airport Corporation (Corporation) Board of Directors was called to order by Chair, Jon Savage at 4:00 p.m., in the Mary Brennan Board Room at 2000 Post Road, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.

BOARD MEMBERS PRESENT: Jon Savage; Russell Hahn; Christopher Little; Heather Tow-Yick and Gregory Pizzuti

BOARD MEMBERS ABSENT: Michael Traficante and Deborah Thomas.

ALSO PRESENT: Peter Frazier, Interim President and CEO; and those members listed on the attendance sheet attached hereto.

1. Approval of the Minutes:

A motion was made by **Mr. Hahn** to approve the minutes of the Board of Director's Meeting of June 15, 2016. The motion was seconded by **Mr. Little**.

The motion was passed unanimously.

2. Open Forum:

Mr. Savage asked if anyone present wanted to speak in Open Forum. No one came forward.

3. Report from the Interim President and CEO:

Mr. Frazier presented the Interim President and CEO Report and reported on the following:

- **Mr. Frazier** reported performance indicators and Fiscal Year 2017 Action Items Status Report updates had been provided to the Board Members.
- **Mr. Frazier** stated passenger numbers for the month of June were up approximately 5.4% and up 4.285% year to date. **Mr. Frazier** reported seating capacity was up approximately 8% and the load factors are approximately 84%. **Mr. Frazier** reported seating capacity increases in July and August of approximately 7% and 9.5% respectively.

- **Mr. Frazier** reported on-airport parking revenue is up and continues to be extremely strong.
- **Mr. Frazier** reported operations and fuel sales at the general aviation airports continue to be very strong with a 22% increase in Jet A fuels sales at Quonset and a 67% increase in Newport.
- **Mr. Frazier** reported the Ground Breaking Ceremony for Runway 5/23 was held on July 11th and was attended by Senators Reed and Whitehouse, Congressmen Langevin and Cicilline, Governor Raimondo, the Chamber of Commerce and the Labor Union. **Mr. Frazier** stated there was positive coverage of this event.
- **Mr. Frazier** reported RIAC will be awarded the Gold Envision Award from the Institute of Sustainable Infrastructure for sustainability measures in the Runway 5 Extension project. **Mr. Frazier** noted T. F. Green Airport is the first airport to receive this award for an airfield project.
- **Mr. Frazier** reported visits to meet with Condor Airlines and Azores Airlines are being scheduled.
- **Mr. Frazier** reported Airport XP, a mobile app that solicits objective reviews from travelers, ranked T. F. Green Airport the 3rd best airport for ease of parking and the 3rd best airport for the ease of getting to the terminal. **Mr. Frazier** noted T. F. Green Airport was the only New England airport to rank in the top 5.
- **Mr. Frazier** stated that with recent increases in terrorism there are increased layers of security in the airport. **Mr. Frazier** stated RIAC has a professional and dedicated police department and has a strong partnership with the State Police and other state and federal agencies.
- **Mr. Frazier** reported T. F. Green has been recognized by the Secret Service and lauded for their cooperation in providing assistance to a foreign dignitary.
- **Mr. Frazier** reported VoltServer has completed the initial phase of supplying lighting at Quonset Airport through ethernet cabling. It was noted that this beta test is being funded through a Department of Energy grant.
- **Mr. Frazier** reported a full scale exercise has been scheduled for September. It was noted this exercise will involve participation from federal, state and local agencies with mutual aid agreements.
- **Mr. Frazier** stated he and RIAC staff have attended several community meetings including the Strawberry Field Neighborhood meeting, the Friends of Warwick Pond meeting and the Westerly Town Meeting.

4. Action Items:

(a) **Consideration of and Action Upon the Approval of a Consultant Task Order for the Voluntary Land Acquisition Program at T. F. Green Airport.**

Mr. Frazier gave an overview of this item and noted this Task Order is for 14 properties and includes consultant services, demolition services and relocation services and does not include the purchase of the property. The recommendation is that the Board authorize the Interim President and CEO, or his designee, to execute a Task Order with W.D. Schock Company, Inc. in the amount of \$722,346, which is included in the Fiscal Year 2017 Capital Improvement Program Budget, for Acquisition, Demolition, and Relocation Services associated with the Voluntary Land Acquisition Program at T. F. Green Airport.

A motion was made by **Mr. Little** and seconded by **Mr. Hahn** to approve the following resolution:

WHEREAS, as a result of a Request for Proposals issued September 4, 2015, the Rhode Island Airport Corporation (RIAC) entered into a Professional Services Agreement (PSA) with W.D. Schock Company, Inc. (Schock) on January 1, 2016 for Land Acquisition, Demolition and Relocation Services; and

WHEREAS, under this PSA, RIAC and Schock have entered into three Task Orders totaling \$1,553,930; and

WHEREAS, RIAC staff negotiated a Task Order with Schock in the amount of \$722,346 to perform Acquisition, Demolition and Relocation Services for an additional 14 homes; and

WHEREAS, this Task Order was approved by the Federal Aviation Administration (FAA); and

WHEREAS, RIAC staff plans to submit a grant application to the FAA in December 2016; and

WHEREAS, RIAC will up-front the cost of this project until the grant is issued; and

WHEREAS, RIAC anticipates that the grant will be awarded by September 30, 2017 and will seek reimbursement for up to 90% of the cost of this Task Order; and

WHEREAS, the Fiscal Year 2017 Capital Improvement Program includes these costs as part of the Noise Mitigation/Land Acquisition project.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the Interim President and CEO, or his designee, to execute a Task Order with W.D. Schock Company, Inc. in the amount of \$722,346, which is included in the Fiscal Year 2017 Capital Improvement Program Budget, for Acquisition, Demolition, and Relocation Services associated with the Voluntary Land Acquisition Program at T. F. Green Airport.

The motion was passed unanimously.

(b) Consideration of and Action Upon the Approval of a Consultant Task Order for Easement Acquisition Services.

Mr. Frazier gave an overview of this item and noted the easements are to remove trees on 10 parcels that are actual or near penetrations. It was noted the property owners have been contacted and they will be fairly compensated. The recommendation is that the Board authorizes the Interim President and CEO, or his designee, to execute a Task Order with W.D. Schock Company, Inc. in the amount of \$158,527, which is included in the Fiscal Year 2017 Capital Improvement Program Budget, for Easement Acquisition Services related to the Runway 16-34 Obstruction Removal Program at T. F. Green Airport.

A motion was made by **Mr. Hahn** and seconded by **Mr. Little** to approve the following resolution:

WHEREAS, on October 1, 2013 the Rhode Island Airport Corporation (RIAC) entered into a Professional Services Agreement (PSA) with W.D. Schock Company, Inc. (Schock) for On-Call Easement Acquisition Services; and

WHEREAS, this would be the first Task Order entered into by both parties under this PSA; and

WHEREAS, Schock provides Acquisition, Demolition and Relocations Services for RIAC's Voluntary Land Acquisition Program under a separate PSA; and

WHEREAS, RIAC staff negotiated a Task Order with Schock in the amount of \$158,527 to perform the Easement Acquisition Services related to the Runway 16-34 Obstruction Removal Program at T. F. Green Airport; and

WHEREAS, this Task Order was approved by the Federal Aviation Administration (FAA); and

WHEREAS, RIAC staff plans to submit a grant application to the FAA in December 2016; and

WHEREAS, RIAC will up-front the cost of this Task Order until the grant is issued; and

WHEREAS, RIAC anticipates that the grant will be awarded by September 30, 2017 and will seek reimbursement for up to 90% of the cost of this Task Order; and

WHEREAS, the Fiscal Year 2017 Capital Improvement Program includes these costs as part of the Obstruction Removal Program for Runway 16-34.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the Interim President and CEO, or his designee, to execute a Task Order with W.D. Schock Company, Inc. in the amount of \$158,527, which is included in the Fiscal Year 2017 Capital Improvement Program Budget, for Easement Acquisition Services related to the Runway 16-34 Obstruction Removal Program at T. F. Green Airport.

The motion was passed unanimously.

(c) Consideration of and Action Upon Approval of an Extended Warranty Agreement.

Mr. Frazier gave an overview of this item and the recommendation is that the Board authorize the Interim President and CEO, or his designee, to execute an Extended Warranty with Amano McGann for a period of up to three years, with annual payments not to exceed the amounts presented.

A motion was made by **Ms. Tow-Yick** and seconded by **Mr. Little** to approve the following resolution:

WHEREAS, Amano McGann is the manufacturer and provider of the Parking and Revenue Control system (PARCS) equipment at T. F. Green Airport; and

WHEREAS, the current equipment was purchased and installed in 2009 for \$1,530,550; and

WHEREAS, the current warranty period expires July 31, 2016; and

WHEREAS, Amano McGann has agreed to honor the three-year warranty pricing schedule provided to RIAC in 2009 at the following amounts:

Annual Pricing Through		
June 30, 2017	June 30, 2018	June 30, 2019
\$ 118,340	\$ 139,877	\$ 163,657

;and

WHEREAS, the extended three-year warranty provides for the replacement of the PARCS computer server hardware, as well as software upgrades/updates, at no cost to RIAC; and

WHEREAS, the Rhode Island Airport Corporation (RIAC) will have the right to cancel the Warranty Agreement on an annual basis; and

WHEREAS, if RIAC cancels the agreement within the three-year term it will reimburse Amano McGann for the cost of computer server hardware, at a cost of approximately \$30,000 if it has been replaced prior to cancellation, as the value of the cost of the hardware was factored into the three-year term.

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

That the Board authorizes the Interim President and CEO, or his designee, to execute an Extended Warranty with Amano McGann for a period of up to three years, with annual payments not to exceed the amounts presented.

The motion was passed unanimously.

5. Executive Session:

At approximately 4:19 p.m. a motion was made by **Ms. Tow-Yick** and seconded by **Mr. Hahn** to go into Executive Session for the purpose of discussing the following items:

The Board will seek to go into Executive Session for the following stated purposes:

- (a) **Motion to Approve the Minutes of the Executive Session held on June 15, 2016 § 42-46-5(a),(2) and (7); and**
- (b) **Investment of Public Funds Where Premature Disclosure Would be Detrimental to the Public Interest (Air Service Development)– R.I.G.L. § 42-46-5(a)(7); and**
- (c) **Discussions Related to One Potential Non-Public Litigation Matter (Construction Dispute) and One Public Litigation Matter (Airport Valet vs. RIAC)– R.I.G.L § 42-46-5(a)(2); and**
- (d) **Motion to Return to Open Session.**

At approximately 6:16 p.m., a motion was made by **Ms. Tow-Yick** and seconded by **Mr. Hahn** to return to Open Session.

The motion passed unanimously.

6. Post Executive Session Actions and Announcements:

- (a) **Motion to Seal the Minutes of the Executive Session Held on July 20, 2016.**

A motion was made by **Ms. Tow-Yick** and seconded by **Mr. Pizzuti** to seal the minutes of the Executive Session in accordance with R.I.G.L. § 42-46-4.

By the following roll call vote the motion was passed unanimously.

YEAS: Jon Savage
Russell Hahn
Christopher Little
Heather Tow-Yick
Gregory Pizzuti

NAYS: None

ABSTAIN: None

(b) Report on Actions Taken in Executive Session.

During the Executive Session a motion was made by **Mr. Hahn** and seconded by **Mr. Little** to approve the sealed minutes of the Executive Session held on June 15, 2016.

The motion was passed unanimously.

(c) Consideration of and Action Upon Formation of a Marketing Committee.

No action was taken on this item.

7. Future Meetings:

The next Board Meeting will be held on Wednesday, August 17, 2016 at 4:00 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island.

8. Adjournment:

Ms. Tow-Yick moved to adjourn at approximately 6:19 p.m. **Mr. Hahn** seconded the motion.

The motion was passed unanimously.

Respectfully submitted,

Jon Savage, Chair
Rhode Island Airport Corporation

PUBLIC ATTENDANCE SHEET
RHODE ISLAND AIRPORT CORPORATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, JULY 20, 2016

<u>NAME</u>	<u>AFFILIATION</u>
Patricia Goldstein	RIAC
Brian Schattle	RIAC
Alan Andrade	RIAC
Liberty Luciano	RIAC
Sherri Ann Penta	RIAC
Doug Dansereau	RIAC
Nicole Williams	RIAC
Jeffrey Goulart	RIAC
Annette Jacques	RIAC
Leo Messier	RIAC
Paul McDonough	RIAC
Randy Costa	RIAC
Timothy Pimental	RIAC
Bruce Wilde	RIAC
David Cloutier	RIAC
Robert Goff	New England Parking
Bruce Warren	Standard Parking
Joseph Barra	Robinson & Cole

The minutes of the Executive Session of the Board Meeting July 20, 2016 have been sealed in accordance with R.I.G.L. § 42-46-4.